

Fresno Area Workforce Investment Corporation

Workforce Investment Act Eligible Training Provider List Local Policy and Procedures

INTERIM POLICY AND PROCEDURES

I. PURPOSE, BACKGROUND AND OVERVIEW

These policies and procedures govern the operation of the statewide Eligible Training Provider List (ETPL) and are in accordance with the Workforce Investment Act (WIA), Final Rule, and the California State Directive(s). They address the activities by State government, the Fresno County Workforce Investment Board (FCWIB), the local One-Stop centers, and those Training Providers who wish to offer WIA services to individuals whose training is funded under the WIA.

The WIA emphasizes informed customer choice, performance accountability, and continuous improvement. One of the primary means that WIA employs to achieve these goals is the ETPL. The State is required to develop and operate the ETPL in partnership with FCWIB. The ETPL is designed to gather and display useful information on Training Providers, their services, and the quality of their programs. Only Providers and programs that meet specified quality criteria will be nominated by the FCWIB and listed on the ETPL.

FCWIB WIA Title I and Title I B Providers of Services may issue an Individual Training Account (ITA) to an eligible adult to fund training after it has determined that core and intensive services are insufficient for that customer's needs. The individual can then compare the offerings on the ETPL and, with the advice of staff, select the best training program. In this way, the ETPL helps to provide customer choice, while also supporting increased performance accountability. Only those programs that are approved/listed on the state's ETPL website (<http://etpl.edd.ca.gov/wiaetplind.htm>) are eligible for referral and enrollment of a WIA customer.

Under WIA, Training Providers must annually meet performance levels that they have negotiated with the State and those performance measures established by the FCWIB. The performance of the Training Providers is critical to local board performance. The performance information displayed on the ETPL will aid the FCWIB in determining how Providers are contributing to the local area's overall performance. This is referred to as Subsequent Eligibility.

The ETPL will also be a useful tool for the continuous improvement of the services offered by Providers. Not only will ETPL performance information help staff by giving them feedback on which programs are successful, the ETPL will inform the programs' customers of all the different training programs available to them. This informed customer choice should tend to make Providers more focused on their customers' success, which will spur them to improve their programs.

II. BACKGROUND

A. WIA Requirements

1. The Governor must set procedures for the ETPL. [WIA Section 122(b)(2) and 122(c)(1)] and the FCWIB must make these procedures available to eligible Providers. These procedures are posted on FCWIB website, <http://www.jobsfresno.com> (Training Providers)
2. To remain eligible, Providers must submit initial eligibility criteria, performance and cost information, and annually meet performance levels on specified performance measures. Minimum performance levels are established by the Governor. FCWIB may

- require higher levels on the specified performance measures or FCWIB may require additional measures and corresponding levels. [WIA Section 122(c)(5) and (d)(1)]
3. FCWIB accepts applications from Training Providers for a program listing, determines if the applicant meets State and local board criteria for the listing, and forwards to the State information on those Providers who meet the criteria. [WIA Section 122(e)(1), (2), and (3)].
 4. The State will accept the information forwarded by FCWIB on Training Providers, compile a single state list (the ETPL), and disseminate the ETPL with performance and cost information to the One-Stop delivery system. [WIA Section 122(e)(4)(A)].
 5. Holders of ITAs shall have the opportunity to select any of the approved eligible Providers and programs on the ETPL. Selected programs must meet the performance levels established by the Governor or, if higher, the performance levels established by the FCWIB issuing the ITA. [WIA Section 122(c)(6) and (e)(4)(B)].

B. State Approach - Guiding principles for the development of the ETPL Policy and Procedures

In cooperation with stakeholders, the State and FCWIB have adopted the following guiding principles for implementation of the ETPL.

1. **Simplicity:** The intent is to avoid imposing burdens that would inhibit the participation of quality Training Providers on the ETPL.
2. **Customer Focus:** The purpose of ETPL is to assist customers in selecting quality training programs. The purpose of the 'subsequent eligibility' process is to ensure that only quality programs remain on the list.
3. **Inclusiveness:** The intent is to bring to the ETPL the widest range of quality training programs that meet established performance levels, (as opposed to restricting the list to only those programs of highest performance).
4. **Performance Accountability:** The determination of subsequent eligibility must be based on reliable and verifiable program performance information.
5. **Convergent System:** To the maximum extent, existing systems should be used to collect and report the program performance information needed for determining subsequent eligibility. In the long run, these systems should converge to provide users with the widest range of information needed to make informed career decisions.
6. **Focus on the End User:** The policies and procedures being developed must support individuals who seek career and occupational training information; counselors who assist customers eligible for training services; Training Providers that seek continuous program improvement; and FCWIB, who must make the subsequent eligibility determination.
7. **Respect for Local Autonomy:** The subsequent eligibility process should remain supportive of the autonomy that the WIA has otherwise granted to the FCWIB.

III. GENERAL PROVISIONS

- A. **Types of Training to Which These Procedures Apply** [WIA Section 134(d)(4)(D); 20 CFR 663.300]. In order for a Provider to receive Title IB WIA ITA funds, its program(s) must be listed on the ETPL, and these programs may provide training services, such as:
 1. Occupational skills training, including training for non-traditional employment;
 2. Programs that combine workplace training with related instruction, which may include cooperative education programs;
 3. Training programs operated by the private sector;
 4. Skill upgrading and retraining;
 5. Entrepreneurial training;

6. Job readiness skills; and
 7. Adult education and literacy activities provided in combination with any other training service outlined above.
- B. On-the-Job Training and Customized Training (as defined by the Act) are exempt from the ETPL. Also, Contract Training Providers that do not charge clients directly for their services must be listed on the ETPL, but are subject to different performance criteria. A WIA customer may use an ITA to take a single course that is part of a larger program listed on the ETPL providing:

IV. APPLICATION POLICY AND PROCEDURES

This section covers general application policies and procedures that govern both initial and subsequent eligibility.

A. Application Procedure

1. Local Boards

In accordance with State policy and procedures, FCWIB will determine its procedures for accepting applications from Providers for initial and subsequent eligibility. FCWIB may reach an agreement to authorize another local board to act on their behalf in making determinations for initial and/or subsequent eligibility. At a minimum, FCWIB will incorporate all of the data elements required for completion of the ETPL Training Provider and Program Application forms required for initial eligibility and ETPL subsequent eligibility. The forms are available on FCWIB website, or contact Fresno Area Workforce Investment Corporation (FAWIC) Planning and Development Department. Line item instructions for completing them are described in the procedures. FCWIB may append additional requirements deemed necessary [WIA Section 122(e)(1)].

2. Providers

- a. Applications for initial and subsequent eligibility must be initiated by the Training Provider and submitted to FCWIB where they wish to provide services [WIA Section 122(b)(1)(D) and 122(c)(5)(A)]. If services are provided in multiple areas, the Provider may submit an application to just one local board to provide services in all of the areas. FCWIB will accept application(s) for only those programs offered in Fresno County.
- b. Applications must be submitted in the time and manner determined by the FCWIB [20 CFR Section 663.515 and 663.535]. New Provider and new Program Application(s) may be submitted on any working day of the year. Revision(s) to any already approved and existing program curriculums may be submitted only one time within any twelve (12) month period from the date the program was first approved. A completed signed Program Application accompanied by a cover letter explaining any specific revisions to an existing approved program must be included with the submitted revisions.
- c. Applicants must agree to provide such information as may be necessary to determine program performance and to meet other requirements of the WIA. The Provider must agree to make available verifiable data to validate any information submitted [WIA Section 122(d)(1)(A)].
- d. Providers' headquartered outside of California who do not have in-state training facilities may apply to any local board where they wish to provide services. [WIA Section 122(e)(5)]. Applications must include all information required by the State of California and these policies and procedures. Out-of-state programs are eligible for listing on California's ETPL if the applying Provider is eligible to receive funds under the Higher Education Act of 1965 and the program leads to an associate or baccalaureate degree or a certificate, or if the program operates under the National

Apprenticeship Act and is approved by the California Apprenticeship Council. A program that is not eligible to receive funds under the Higher Education Act of 1965 or is not operated under the National Apprenticeship Act is eligible to be listed on California's ETPL if it is already listed and approved on the ETPL in another state.

e. Definition of a Program of Training Services

Applications must be submitted for each unique program of training services. A "program of training services" is defined in 20 CFR Section 663.508 as: *"One or more courses or classes, that upon successful completion, leads to (1) a certificate, an associate degree, or baccalaureate degree or (2) the skills and competencies needed for a specific job or jobs, an occupation, occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training"*. In addition, each program is considered unique by its goals and curriculum, or by the requirements of the regulatory agency. Identical programs offered in different locations by the same Training Provider shall be considered as one program, and will not require separate applications unless the regulatory agency uses location as a factor in defining a unique program.

f. Denial of a Provider or Program Application

If FCWIB denies a Provider's application for Initial or Subsequent Eligibility on the ETPL, it will, within 30 days, inform the Provider in writing (e.g. E-mail as listed on the Provider and/or program application, or postage prepaid letter addressed to the address listed on the Provider or program application), including the reason(s); and provide complete information on the appeal process [20 CFR 667.640(b)]. The appeal process is stated in the procedures below.

3. Data Sources

There are three types of data currently included in the operation of the ETPL:

- a. Administrative Information: These elements are used by either The FCWIB or by EDD to identify a provider and process a training provider's application. Many of the data elements will not be displayed to participants or other ETPL users. Some of these data are supplied by training providers while others come from The FCWIB or EDD.
- b. Provider and Program Information: These elements describe the Training Provider and its programs and are used primarily to inform participants about their training options. These data are to be supplied by Training Providers and include information such as Provider name and address, program description and curriculum, and occupations for which the training is relevant.
- c. Performance Data: These data describe the performance of a program and may be used to determine if a program is eligible to remain on the ETPL. The majority of these data are supplied by Providers, including their accreditation status and outcome information for all students in a program such as completion rates, entered employment rates, and wage-at-placement. The State will calculate outcomes for WIA clients and publish them on the ETPL for programs that FCWIB determines to be subsequently eligible to remain on the list.
- d. These data sources are generally defined in this procedure. More detailed definitions of the ETPL data reporting requirements are included in the line item instructions for the application forms. At this time, the policy and procedures do not require Providers or FCWIB to submit individual client records for all participants in programs for the purpose of data verification. Once the existing State automated systems are replaced with newer technology that is better suited to the needs of the ETPL, the policy governing subsequent eligibility will be revised to facilitate the development of a comprehensive Consumer Reports System for California. This will be accomplished by expanding the capacity of the State's Performance-Based Accountability (PBA) system to calculate performance outcomes for all students in programs on the list based on seed data 2 submitted by the Providers. Out-of-state Providers will not be required to

submit individual client records for all participants in out-of-state programs, provided those programs are otherwise listed on the ETPL in the state where the program is located. Those Providers and Programs under contract with FCWIB are subject to monitoring that will require the release of individual client record(s), at the time requested by FCWIB.

4. "Seed Data" refers to the student's social security number or other unique identifier and certain demographic information such as age, gender, ethnicity, etc. Performance outcomes will be calculated by matching the social security numbers against the State's Unemployment Insurance wage records to obtain information on employment status and earnings for students who participated in a particular program.

B. Local Board Responsibilities for Data Verification

1. Employing whatever methods they deem appropriate, the FAWIC will ensure that the data supplied by Providers for either initial or subsequent eligibility is complete.
2. FCWIB will make monitoring site visits to verify the data provided to the Bureau of Private Postsecondary and Vocational Education (BPPVE) for registration purposes.
3. Prior to nomination of a Provider and Program(s) to the statewide list, FCWIB must have a signed agreement with Training Providers that includes provisions requiring Providers to maintain records that are sufficient to support all Provider data submissions for ETPL purposes and to make these records available for monitoring or audit by either FCWIB or the State.

C. Application Data Elements/Formats

1. The ETPL system will be based on a standard set of data elements accumulated on all eligible Providers. These elements are incorporated into an ETPL Application Form that may be used by FCWIB to collect information from Training Providers who wish to be listed on the ETPL. If the FCWIB chooses to use a different format, Training Providers must incorporate all of the data elements on the standard ETPL applications for Initial and Subsequent Eligibility. FCWIB can require data elements that are additional to those on the standard ETPL application format as they deem necessary. The actual application form used and method of transmittal from the Provider to FCWIB is a local decision.
2. All FCWIB data submissions to the State are in the standard submission format specified by EDD and comply with file structure and data coding requirements.

D. Dissemination of the ETPL

1. EDD will update the ETPL daily and make changes within the 30-day period allowed by WIA from the date the data is received. Each working day, EDD will make the updated list available to all Workforce Investment Boards (WIBs) FCWIB in the State. [WIA Section 122(e)(4)(A)].
2. To facilitate dissemination of the ETPL to all interested partners and customers throughout the State, EDD will ensure that the ETPL is available on the Internet and that the Internet ETPL is updated on a daily basis.
3. FCWIB is responsible for ensuring that all One-Stop centers in its area have access to the most recent version of the ETPL and make it available to their customers. [WIA Section 122(e)(4)(A)].
4. FCWIB, One-Stop Operator, and Providers of Services must ensure that One-Stop Centers in their areas display to their customers all of the "public" data elements on the ETPL system. However, a local board may display any additional information to their customers that FCWIB considers appropriate. [WIA Section 122(e)(4)(B)].

V. INITIAL ELIGIBILITY POLICY AND PROCEDURES

A. Criteria for Initial Eligibility

Providers must meet one of the following criteria in order to have their program listed on the ETPL:

1. Postsecondary institutions eligible under Title IV of the Higher Education Act and offering programs leading toward an associate degree, baccalaureate degree or certificate [WIA Section 122(a)(2)(A)]. Completed applications received for these programs shall be determined initially eligible.
2. Programs that are registered under the Act of August 16, 1937 (National Apprenticeship Act), or provide on-the-job training in the construction industry in accordance with WIA Section 122(h)3 , and are approved by the Bureau of Apprenticeship and Training (BAT), for those programs that operate in California under the jurisdiction of BAT, and have a certificate of approval from the California Apprenticeship Council. Completed applications filed under this provision shall be determined initially eligible.
3. Accreditation by an institution recognized by the federal Department of Education [WIA Section 122(a)(2)(C)].
4. Approval by the California Department of Education [WIA Section 122(a)(2)(C)].
5. Approval by the Chancellor's Office of the California Community Colleges [WIA Section 122(a)(2)(C)].
6. Approval, registration, or exemption of the program by the Bureau of Private Postsecondary and Vocational Education (BPPVE) [WIA Section 122(a)(2)(C)].
7. In addition to the above criteria:
 - a. A program shall be approved for initial eligibility only once. Thereafter, the program's eligibility will be determined under the subsequent eligibility criteria.
 - b. A program that has been modified in goals and/or curriculum shall be considered a new program subject to an initial eligibility determination only if the regulatory body over the program has required that it be submitted to that body for approval as a new program.
8. Programs determined initially eligible for the ETPL solely based on the three criteria no longer in the policy – industry recognized, employer supported, and proven effectiveness – may remain on the list until the first subsequent eligibility determination. At the time of subsequent eligibility determination for these programs, the Provider must report the required performance information and demonstrate that the program meets one of the current criteria for initial eligibility.

B. Procedures for Initial Application for Listing on the ETPL

1. FCWIB must submit nominations for listing on the ETPL to EDD [WIA Section 122(e)(2)]. In accordance with WIA Section 122(h), Providers that offer on-the-job training programs in the construction industry shall comply with standards established by the California Apprenticeship Council.
2. As part of the application process, FCWIB shall require applicants to certify their ability to provide the aggregate outcome information required for subsequent eligibility.
3. EDD will accept nominations for the ETPL from FCWIB on any working day of the year. These nominations must be in the format specified by EDD and be accompanied by all the required data elements.
4. EDD will accept daily any changes to data displayed for Providers and programs already listed on the ETPL.
5. FCWIB is responsible for obtaining updated information of listed programs from the program Providers. FCWIB is responsible for informing EDD of any changes to the administrative, Provider, or program data elements in order to keep the ETPL information current.
6. EDD will aggregate the nominations from FCWIB to produce the ETPL. [WIA Section 122(e)(4)].

7. EDD will make the ETPL available through the Job Training Automation (JTA) System and through the Internet.
 8. EDD will update the ETPL daily to incorporate initial listings, de-listings, and changes in administrative, Provider, or program data elements for programs already on the ETPL. All additions and changes to the ETPL will be posted as soon as possible. In any case, additions, deletions, and changes will be posted within the required 30-day limit. [20 CFR 663.555(b) and WIA Section 122(e)(2)].
- C. Special Application Procedures for the California Community College Programs
- Because the California Community College system has a centralized data system managed by the Chancellor's Office at the State level, a special procedure will be available for submission of program-specific initial eligibility data. FCWIB will have the option of implementing this process through the JTA system.
1. Between December 1 and December 10 of each program year, the Chancellor's Office will provide EDD with community college program-specific data necessary to populate the ETPL. Specifications for this data transfer will be provided to the Chancellor's Office by EDD.
 2. FCWIB must submit a *Community College Training Provider Application* form and a *Community College Training Program Application* form to EDD through the JTA system for a Community College wishing to have programs listed on the ETPL. The combination of the Federal Employment Identification Number (FEIN), the Classification of Instructional Programs (CIP) and the COCCC college identifier, will allow EDD to obtain many of the data elements required for initial eligibility directly from the State database maintained by the Chancellor's Office.
 3. Community College forms that show the data elements that will be obtained from the Chancellor's Office database and those that must be provided by the local college are included in these Policies and Procedures.

VI. SUBSEQUENT ELIGIBILITY POLICY AND PROCEDURES

A. Time frames for Measurement of Subsequent Eligibility

1. All programs that are initially listed on the ETPL must be determined to be eligible to remain on the ETPL within 18-24 months of initial listing and annually thereafter. This determination is called "subsequent eligibility". [WIA Section 122(c)(1) and 20 CFR 663.530].
2. Subsequent eligibility determinations will be made on a quarterly basis beginning with the programs that were determined initially eligible and included on the ETPL during the July-September 2000 quarter. Table 1 below shows the period for determining subsequent eligibility of programs based on the quarter in which they were initially included on the list.

Table 1: Timeframes for Determining Subsequent Eligibility

<u>Quarter of Initial Listing on ETPL</u>	<u>First Subsequent Eligibility Determination</u>
July-September 2000	January-March 2002
October-December 2000	April-June 2002
January-March 2001	July-September 2002
April-June 2001	October-December 2002

B. Definition of the Performance Measures

1. Performance Indicators
Section 122(d)(1) specifies the following performance measures that must be considered by FCWIB in determining the subsequent eligibility of programs to remain on the ETPL:

- a. Completion rates for all individuals in the listed program;
- b. Percentage of all individuals participating in the listed program who obtain unsubsidized employment;
- c. Wages at placement in employment of all individuals participating in the listed program;
- d. Percentage of WIA participants who completed the listed program and were placed in unsubsidized employment;
- e. Retention rates six-months after the first day of their employment, of WIA participants who completed the listed program in unsubsidized employment;
- f. Wages received by WIA participants, who completed the listed program, six-months after the first day of employment; and
- g. Where appropriate, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measures of skills, of the WIA participants who graduated from the listed program.
- h. Costs to participate in the program.

2. Data Submission Requirements

For the first determination of subsequent eligibility, Providers will be required to submit items a and b above. Item c is optional and item h is submitted by programs as part of the initial eligibility process. The WIA performance measures (items d through g) are based on the WIA performance definitions provided by the Department of Labor and will be calculated by EDD based on the individual client records reported by FCWIB. Ultimately, the State's PBA system will be used to calculate performance outcomes on the measures used to determine subsequent eligibility. A feasibility study is currently underway to expand the capability of the PBA system to perform this function. Once the PBA system has been modified, Providers will be required to submit seed data to the PBA system for all students in a particular program. The seed data will be matched against wage records to calculate performance outcomes for all programs on the list. Once the PBA system has been modified to perform the calculations for subsequent eligibility, the State Board will review the subsequent eligibility policy to determine whether all seven (7) ETPL performance measures (listed above) or some subset of these measures will be used to determine subsequent eligibility. Providers should be prepared to submit seed data to the PBA system to calculate their performance during the second year of subsequent eligibility.

3. Definition of the All Student Measures

The first determination of subsequent eligibility will need to be made prior to the expansion of the PBA system. To avoid creating additional reporting requirements, the initial determination of subsequent eligibility for all programs on the ETPL will be based on the existing performance measures and definitions that are required by the regulatory agencies that oversee the public and private training programs on the list.

The Carl D. Perkins Vocational and Technical Education Act performance measures required by the US Department of Education for Regional Occupational Programs (ROP), Adult Education programs and Post-Secondary Vocational and Technical Education programs offered by the Community Colleges will be used to determine the subsequent eligibility of the *public training* programs on the ETPL. This includes the non-credit courses offered by the Community Colleges. Although the Perkins performance outcomes are not currently reported to the U.S. Department of Education for the non-credit courses, the majority of non-credit courses have a counterpart course that provides the same curriculum but is offered for credit. The performance outcomes that apply to the credit course that offers the same curriculum may be used to determine the subsequent eligibility of any non-credit course on the ETPL. *Private training* programs on the ETPL must be approved, registered, or exempted by the Bureau of Private Post-secondary and Vocational Education (BPPVE). BPPVE requires annual reporting of a completion rate and an entered employment rate for its programs that are "approved". Programs that are

classified as “registered” or, *WIA* “exempted” by the BPPVE are not required to report on their performance under current State law. Because the majority of private training programs on the ETPL are in the “registered” or “exempted” categories, all private training programs will be given the option of using the performance system defined for the public programs under the Carl D. Perkins Act or the performance system required by the BPPVE for its “approved” programs. Similarly, programs operated under the University of California and the California State University system (including the Extension Programs) are not subject to federal performance requirements. As such, these programs will also be given the option of using either performance system. Programs that elect to use the Carl D. Perkins Act performance measures defined for the completion and entered employment rates will be required to achieve the performance levels negotiated with the US Department of Education for the type of program they operate (e.g. Adult Education, Occupational, Post-Secondary Vocational, etc). Programs that elect to use the performance definitions for the completion and entered employment rate required by the BPPVE for its “approved” programs will be required to meet the performance levels established for these programs. The performance measures, operational definitions, computations, and levels required by each of these systems are presented below. The requirements of each system are very different. Private Training Providers and administrators of programs operated under the State university systems should be given an opportunity to thoroughly review the requirements of each performance system prior to submitting their application for subsequent eligibility.

- a. Performance Measures Defined by Carl D. Perkins Act for California Department of Education Vocational and Technical Education Programs (Adult Education and Regional Occupational Programs):

Completion Rate:

Definition of Completer: A vocational/technical education completer is a student who completes the capstone or final course in a sequence of courses or units established for a vocational/technical education program or who successfully completes an industry-validated examination for a program.

Formula for Calculating the Program Completion Rate: The number of completers divided by the total number of students enrolled in the program.

Entered Employment Rate:

Definition of Entered Employment: Program completers who enter full-time or part-time employment within six months after completing and leaving the program.

Formula for Calculating Entered Employment Rate: The number of program completers who enter full-time or part-time employment within six months after completing and leaving the program divided by the total number of program completers.

Wage at Placement:

These data are not required by the U.S. Department of Education and will not be required for the first determination of subsequent eligibility on the ETPL. If these data are maintained at the local level, the data should be reported and will be published on the ETPL.

Total Program Cost:

This is a required data element on the initial training program application. Total program cost is defined as tuition; required fees such as room rentals, entrance fees etc.; and other essential expenses such as books, materials, or special transportation.

- b. Performance Measures Defined by Carl D. Perkins Act for Post-secondary Vocational Education Programs offered by the Community Colleges:

Completion Rate:

Definition of Completer: A student who during the measurement year completed at least one apprenticeship, advanced occupational or clearly occupational (SAM A-C) course and earned at least 12 vocational units (SAM A-D) in a program area (defined by two-digit TOP code); or earned a vocational degree or certificate.

Definition of Leaver: A student who left the program is defined as a student who did not complete based on the definition above and did not enroll at any California Community College for a full academic year.

Definition of Cohort: The sum of students who, during the measurement year, successfully completed or left a program.

Formula for Calculating Program Completion Rate: The number of students in the cohort receiving a certificate or degree or enrolled in a California four year public university or the military with or without a degree divided by the number of students in the cohort.

Entered Employment Rate:

Definition of Entered Employment: Vocational education leavers and completers who were found in one of the four quarters following the cohort year in Unemployment Insurance covered employment, federal employment, the military or a public 4-year educational institution.

Formula for Calculating Entered Employment Rate: The number of vocational education leavers and completers found in one of the four quarters following the cohort year in federal or state covered employment, the military or continuing at a California four year university divided by the total number of vocational education leavers and completers in the cohort.

Wage at Placement:

These data are not required by the U.S. Department of Education and will not be required for the first determination of subsequent eligibility on the ETPL. If these data are maintained at the local level the data may be reported and will be published on the ETPL. These data should be verifiable and may be subject to audit.

Total Program Cost:

This is a required data element on the initial training program application. Total program cost is defined as tuition; required fees such as room rentals, entrance fees etc.; and other essential expenses such as books, materials, or special transportation.

c. Performance Measures Defined by BPPVE for "Approved" Programs:

Completion Rate:

Definition of Completer: A student who received a degree, diploma, certificate or other document signifying satisfactory completion of the requirements of a program or course during a calendar year. Excludes students who withdrew due to death, disability, illness, pregnancy, military service or participation in the Peace Corp or Domestic Volunteer Service; students enrolled in less than 50 percent of the program/course; and corporate students in a program funded by their employer.

Formula for Calculating Completion Rate: The number of students who received a degree, diploma, certificate or other document signifying satisfactory completion of the requirements of a program or course during a calendar year divided by the total number of students enrolled in the course excluding those who dropped out for reasons covered under the exclusions.

Entered Employment Rate:

Definition of Employment: Employment must be a minimum of 32 hours per week for at least 60 days in a line of work, field of study, or relevant occupation within six months of the date that training was completed.

Formula for Calculating Entered Employment Rate: Number of students who completed training in a calendar year and are employed in a field of study divided by the number of students who completed, excluding those who dropped out for reasons covered under the definition of completers.

Wage at Placement:

These data are not required by the BPPVE and will not be required for the first determination of subsequent eligibility on the ETPL. If these data are maintained at the local level the data may be reported and will be published on the ETPL. These data should be verifiable and may be subject to audit.

Total Program Cost:

This is a required data element on the initial training program application. Total program cost is defined as tuition; required fees such as room rentals, entrance fees etc.; and other essential expenses such as books, materials, or special transportation.

- d. Performance Measures Defined for Contract Training Programs FCWIB may establish different performance levels than those established by the State for contracted training programs that target special populations with multiple barriers to employment. These programs are described in WIA Section 134(d)(4)(G)(iv). FCWIB are authorized to use the terms of the contract to define performance levels and the performance measurement period for contracted training programs. In establishing performance levels for these programs, FCWIB shall take into consideration the specific geographic and demographic factors in the local area where the program operates [WIA Section 122(4)(A)] and the characteristics of the population being served [WIA Section 122(4)(B)].
- e. Performance Measures Defined for Out-of-State Providers
Out-of-State Providers may use the definitions and computation methodologies determined for programs in California or those used by the State in which the Provider offers services. These Providers will provide FCWIB with actual levels for the required performance measures for the applicable measurement period. These data should be verifiable by California or by the state in which the Provider is physically located.

C. Performance Levels for Subsequent Eligibility

- 1. State Minimum Performance Requirements [WIA Section (c)(6)(A)] The completion and entered employment rates for all students in a program will be used to determine a program's eligibility to remain on the list during the first subsequent eligibility determination period (January through December 2002). If available, the placement wage should be reported for inclusion on the list to facilitate customer choice. However, the placement wage will not be considered as a factor in determining the eligibility of a program to remain on the list during the initial measurement period.

For calendar year 2002, the level of performance required for a program to be determined subsequently eligible will be the level negotiated between the program and the State control agency for the program or the State Control agency and its applicable Federal regulatory agency, as appropriate. Programs not required by a regulatory agency to report

performance, such as the State university systems, are subject to the performance requirements of the system the Provider selected to report under for the purpose of subsequent eligibility. The negotiated performance levels for each program type are specified in the *Table 2* below along with the corresponding measurement periods and reporting time frames

Table 2: Negotiated Performance Levels, Negotiated Performance Levels

Program Type	Completion Rate	Entered Employment Rate
CDE	80.26 %	58.18 %
COCCC	59.82 %	83.19 %
BPPVE	60.00 %	70.00 %

Programs operated by the California State University system are not required to report performance to the U.S. Department of Education.

2. Criteria for Determining Eligibility to Remain on the ETPL

Programs that achieve a level of performance that is within 80 percent of the required performance level on the completion and entered employment rate measures will be determined eligible to remain on the list, as long as the program achieves an entered employment rate of at least 60 percent. The only exceptions to the 60 percent enter employment rate rule occur when:

- a. The responsible regulatory agency negotiates an entered employment rate of less than 60%.

For example, Adult Education and Regional Occupational Programs administered by the California Department of Education have negotiated with the federal Department of Education a level for the entered employment rate of 58.18 percent. As such, these programs must achieve their goal of 58.18 percent on the entered employment rate measure to remain eligible on the list.

- b. The Local Area requests the program be granted a grace period. Please refer to Section VI. 4. below.

1 CDE: Includes Adult Education and Regional Occupational Programs administered by the California Department of Education. 2 COCCC: Includes Post-secondary vocational and technical education programs administered by the Chancellor's Office of California Community Colleges 3 By definition, the Carl Perkins completion and entered employment rate measures include 1997-98 vocational education completers and leavers. 4 Data for the most current 12-month measurement period may be used if necessary to meet the deadlines for submission of subsequent eligibility determinations to EDD (deadlines are specified in Section D.8 below). 5 BPPVE: Includes private training programs that are approved, registered, or exempted by the Bureau of Private Post Secondary and Vocational Education.

Table 3 below shows the minimum performance levels that each program must achieve on each measure to remain eligible on the ETPL. Programs that fail to meet the minimum level of performance will be removed from the list for a period of one year or until additional performance data are available for the next 12-month measurement period.

Table 3: Minimum Performance Levels Required to Remain Eligible Performance Goal
Minimum Level Required To Remain Eligible

<u>Program Type</u>	<u>Completion Rate</u>	<u>Entered Employment Rate</u>
CDE	80.26 %	58.18%
COCCC	59.82 %	83.19 %
BPPVE	60.00 %	70.00 %

To Remain Eligible
“Minimum”

<u>Program Type</u>	<u>Completion Rate Entered</u>	<u>Entered Employment Rate</u>
CDE	64.24 %	58.18
COCCC	47.86 %	66.55
BPPVE	48.00 %	60.00 %

3. Local Board Discretion

For the first subsequent eligibility determination period, FCWIB is authorized to retain programs on the ETPL that do not meet the minimum State performance levels on an exception basis. Examples of circumstances that may warrant an exception include:

- a. Programs that do not have outcomes to report because they were not offered during the measurement period;
- b. Programs with performance outcomes that are based on only a small number of students;
- c. Programs that target the hardest to serve populations;
- d. Non-credit courses offered by the Community Colleges that do not have a counterpart course that provides the same curriculum and is offered for credit;
- e. Other justification that is consistent with local ETPL policy.

If a Providers requests that a Program be retained after receiving notice and having failed to meet the subsequent eligibility requirements, consideration will be given as outlined above. The written request for exception must include the following:

1. The Provider Name, Program Name and Program Number as identified on the State ETPL website;
2. Specific statement(s) as to why the program is identified eligible for exception consideration;
3. Circumstances that warrant consideration; and,
4. A signed written narrative must be received within 10 business days after a notice has been sent to the Provider that the program is no longer eligible to remain on the statewide ETPL.

The FAWIC will notify a Provider requesting an exception in a timely manner of its decision. If the program does not receive exception and is removed from the Statewide list, the Provider may file an appeal as provided for in the FAWIC ETPL Local Procedures.

Programs will be retained on an exception basis for a period of 12 months or until they are due to be measured for subsequent eligibility for the second time. Programs retained by exception that fail to meet the minimum State or local performance levels in the second determination period will be removed from the ETPL for a period of 12 months or until the next full year of performance data are available.

The FCWIB will grant a one-time exception rule when no enrollments have occurred during a reporting period. The program will remain on the ETPL for a period of twelve (12) months. On the date on which the next reporting is required and there are no enrollments (two consecutive reporting periods), the program will be removed from the ETPL.

4. Local Board Authority to Establish Higher Performance Levels

- a. For the purpose of issuing Individual Training Accounts, FCWIB may set higher levels than those established by the Governor. In addition, a local board can set levels for any additional measures that it determines to be appropriate [WIA Section 122(c)(6)(B)]. FCWIB must ensure that any higher and/or additional levels set do not pose artificial barriers to programs that target the hard-to-serve. FCWIB are encouraged to enter into agreements with other FCWIB for the purpose of establishing regional performance criteria.
- b. FCWIB may establish different performance levels than those established by the Governor for contracted training programs that target special populations with multiple barriers to employment. These programs are described in WIA Section 134(d)(4)(G)(iv). In establishing performance levels for the contracted training programs, FCWIB shall take into consideration:
 1. The specific economic, geographic and demographic factors in FCWIB where the programs operate [WIA Section 122 (c) (4)(A)]; and
 2. The characteristics of the populations served by the programs seeking eligibility, including the demonstrated difficulties in serving these populations, where applicable [WIA Section 122(4)(B)].

D. Procedures for Subsequent Eligibility Determination

1. A program must be determined subsequently eligible once per year, according to the time frames set forth in *Table 1* above.
2. FCWIB will use State guidelines and State performance criteria to determine the subsequent eligibility of programs based on the performance data submitted by Providers. For Community College programs, the Chancellor's Office will make the compiled performance outcomes by program area available to the local colleges in accordance with the reporting schedule that is currently in place for submitting the Carl Perkins performance outcomes to the US Department of Education. Local colleges can access performance outcomes reported to the US Department of Education for program areas corresponding to their programs on the ETPL via the Internet at <http://www.cccco.edu>. For the Adult Education and Regional Occupational Programs, performance data are compiled at the local level by the local education agencies in accordance with federal performance reporting requirements. University of California, State University programs, including university extension programs, and private training programs will be allowed to self-report performance outcomes for the completion and entered employment rate measures for the determination of subsequent eligibility. Reporting time frames for each program type are shown in *Table 2* above.
3. Where sufficient data are available, EDD will calculate the WIA performance outcomes and publish them on the statewide ETPL for those programs that are determined subsequently eligible to remain on the list.
4. A *Subsequent Eligibility Application* form is included as part of these procedures.
5. A program that meets the minimum performance levels established by the State shall be determined as meeting the State's subsequent eligibility requirements. A local board may establish higher performance levels for programs to meet in order to qualify to receive local ITA funds, but those higher performance levels shall not be considered when making a determination of subsequent eligibility for retention on the ETPL.

6. If EDD has not been notified of a subsequent eligibility determination within 30 days after the close of quarter in which subsequent eligibility should be determined, the program will be removed from the statewide ETPL.
7. The WIA participants enrolled in a program that has been denied subsequent eligibility status for failure to meet minimum performance levels may remain in that program and may have ITA funds expended on their behalf until they have completed or left that program.
8. FCWIB must submit determinations of subsequent eligibility to EDD in accordance with the schedule shown in *Table 1 above*.
9. Subsequent eligibility determinations submitted to FCWIB must include all of the data elements shown on the *Subsequent Eligibility Application* form included in these procedures. All subsequent eligibility data must be received by the FAWIC on the approved form. Original signed subsequent State approved eligibility applications are due within 10 business days after the close of the quarter in which the subsequent eligibility is determined due. This is required in order to process the data entry timely and make a determination. All Providers are required to have this data on file and the data be available for monitoring upon request.

VII. DENIAL, DE-LISTING AND APPEALS

A. Denial of Application for Initial or Subsequent Listing

1. Reasons for Denial.
 - a. FCWIB or EDD may deny eligibility if the application from a Provider is not complete or not submitted within required timeframes.
 - b. FCWIB or EDD must deny eligibility if an applicant fails to meet the minimum criteria for initial or subsequent listing specified in this procedure. [WIA Section 122(e)(2)].
 - c. FCWIB or EDD must deny eligibility if it is determined that the applicant intentionally supplied inaccurate information. [WIA Section 122(f)(1)].
 - d. FCWIB or EDD may deny eligibility to a Provider who has been found to have substantially violated any WIA requirements. [WIA Section 122(f)(2)].
2. If a local board denies a Provider's application for listing on the ETPL, FCWIB must, within 30 days of receipt of the application, inform the Provider in writing including the reason(s) for the denial and complete information on the appeal process.
3. If EDD denies a Provider's program listing on the ETPL, EDD must within 30 days of receipt of the nomination from a local board, inform FCWIB in writing and include the reason(s) for the denial and complete information on the appeal process.

B. De-listing of a Program on the ETPL

1. Reasons for De-listing.
 - a. FCWIB or EDD may de-list a program if the Provider fails to provide all the data required for subsequent eligibility determination within the required timeframes. [WIA Section 122(d)(1)].
 - b. FCWIB may de-list a program if a Provider fails to notify FCWIB/FAWIC of any program changes including but not limited to costs, location of training, change in State initial approval status will be removed from the Statewide list. This is also a requirement under the provisions of the ETP agreement with the FAWIC.
 - c. FCWIB or EDD must de-list a program at any point at which it is determined that the program does not meet the minimum criteria for initial listing specified in this procedure.

For example, a program can be de-listed if its eligibility depended on accreditation, and the accreditation was lost. [WIA Section 122(c)(6)].

- d. FCWIB or EDD must de-list a program if, as a result of the subsequent eligibility determination process, the program is found not to have met the minimum levels of performance set by the State.[WIA Section 122(e)(6)].
 - e. FCWIB or EDD must de-list a program if it is determined that the applicant intentionally supplied inaccurate information. [WIA Section 122(f)(1)].
 - f. FCWIB or EDD may de-list a program if the Provider is found to have substantially violated any WIA requirements. [WIA Section 122(f)(2)].
2. If FCWIB de-lists a program from the ETPL, FCWIB must, within ten days of its decision, inform the Provider in writing and include the reason(s) for the denial and complete information on the appeals process.
 3. If EDD de-lists a program from the ETPL, EDD must, within ten-days of its decision, inform FCWIB in writing and include the reason(s) for the denial and complete information on the appeal process. Within 10 days of receipt of the notification of de-listing from EDD, FCWIB must inform the Provider of the de-listing and the associated appeal rights
- C. Penalties
1. If EDD, in consultation with FCWIB, determines that a Provider intentionally supplied inaccurate information for ETPL purposes, EDD shall terminate the eligibility of the Provider to receive any funds under WIA Section 133(b) for a least two years. [WIA Section 122(f)(1)].
 2. If EDD or FCWIB working with EDD, determines that an eligible Provider substantially violates any WIA requirement, EDD or FCWIB working with EDD may terminate the eligibility of the Provider to receive any funds for a period of time under WIA Section 133(b) or take other such action as EDD or FCWIB deems appropriate. [WIA Section 122(f)(2)].
- D. Appeals to FCWIB [WIA Section 122(g)]
- This procedure applies to appeals by Training Providers to FCWIB based on the denial of a Provider's application for initial or subsequent listing on the ETPL or the de-listing of a program already listed on the ETPL. FCWIB must have a written appeal process that includes the following required provisions:
1. A Provider wishing to appeal a decision by a local board must submit an appeal to FCWIB within 30 days of the issuance of the denial notice. The appeal must be in writing and include a statement of the desire to appeal, specification of the program in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
 2. The first step in any local board appeal process must be an informal meeting between FCWIB staff and the appealing Provider. The purpose of this meeting is to forestall the appeal process if there is an easy solution to the dispute.
 3. FCWIB procedures include the opportunity for appealing Providers to have a hearing. The hearing officer shall be an impartial person. The hearing officer shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days before the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s), and to be represented.
 4. FCWIB will notify Providers of its final decision on an appeal within 60 days of receipt of the appeal. This period includes a hearing, if requested by the Provider.
- E. Appeals to EDD. [WIA Section 122(g)]
- This procedure applies only to an appeal by a Training Provider based on an EDD denial of the Provider's application for initial listing on the ETPL or the de-listing of a program already listed on the ETPL. In addition, a Provider may appeal to EDD if it has exhausted the appeal process of a local board and is dissatisfied with FCWIB's final decision.

1. A Provider wishing to appeal to EDD must submit an appeal request to EDD within 30 days from FCWIB's notification to the Provider of their final decision on an appeal. The request for appeal to EDD must be in writing and include a statement of the desire to appeal, specification of the program in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
2. EDD will promptly notify the appropriate local board when EDD receives a request for appeal. EDD will also notify the appropriate local board when EDD makes the final decision on an appeal.
3. EDD will administratively review an appeal, make a preliminary decision, and notify the Provider. EDD can either uphold or reverse the appealed decision, or EDD can refer the appeal to the California Unemployment Insurance Appeals Board (CUIAB). EDD will also refer an appeal to the CUIAB if the Provider requests a hearing in writing within 15 days of the issuance of EDD's preliminary decision. The CUIAB will schedule a hearing with an administrative law judge whose decision will be issued within 60 days of the appeal being referred to the CUIAB or within 30 days of the closing of the record.
4. The administrative law judge shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days before the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s) and to be represented. The decision of the CUIAB administrative law judge is the final administrative decision..

VIII. WIA Training Provider Application (BPPVE-Private Providers)

Line Item Instructions

The following are line item instructions for completing the Training Provider Application form. These instructions are intended to assist applicants with completion of this form. They are not intended to provide information on using the Job Training Automation (JTA) system. For detailed instructions on the JTA system, please refer to the *JTA User Guide*.

01 Provider Code (FEIN) Record the Provider's nine-digit Federal Employer Identification Number (FEIN). This number is provided by the Provider and used for administrative purposes. It will not be displayed on the public list.

02 Subgrantee Code Record the three-digit code that is used to identify the LWIB. This data field is required to be completed by the LWIB.

03 Agency Code Record the locally defined agency code. This is an optional data field that is completed by the LWIB.

04 Local Provider Code Record the code used by the LWIB to allow cross-referencing between the local system and the system. This is an optional data field that is completed by the LWIB.

05 Provider Name Record the name under which the institution operates. This name will be displayed on the statewide ETPL. This data field is required to be completed by the Provider.

06 Legal Name Record the name in which the institution is legally registered. This data field is required to be completed by the Provider.

07 Mail Address Record the Provider's mailing address. This data field is required to be completed by the Provider. *City, State* Record the city and state of the Provider's mailing address. This data field is required to be completed by the Provider.

08 ZIP Code Record the five or nine-digit ZIP code for the Provider's mailing address. This data field is required to be completed by the Provider.

09 Main Phone Record the principal business telephone number, including the area code. This data field is required to be completed by the Provider.

10 Main e-mail Record the principal electronic mail address. This is an optional data field that is completed by the Provider.

11 Web site Address Record the principal business uniform resource locator (URL) or Web site address. This optional data field is completed by the Provider.

12 Administrative Contact Name Record the individual who is the Provider's primary contact person for the application. This data field is required to be completed by the Provider.

13 Administrative Contact Title Record the title of the primary contact person. This data field is required to be completed by the Provider.

14 Administrative Contact E-mail Record the electronic mail address for the primary contact person. This optional data field is completed by the Provider.

15 Administrative Contact Phone Record the telephone number, including the area code and extension, for the primary contact person. This data field is required to be completed by the Provider.

16 Administrative Contact Fax Record the fax number, including the area code, for the primary contact person. This optional data field is completed by the Provider.

17 Admissions Phone Record the admissions telephone number, including the area code and extension, if different from the main phone number. This optional data field is completed by the Provider.

18 Financial Aid Phone Record the financial aid telephone number, including the area code and extension, if different from the main telephone number. This optional data field is completed by the Provider.

19 Accreditation Check YES or No the appropriate box.

1 Yes-The Provider has been granted accreditation. Accreditation is a means of insuring a basic level of quality over postsecondary educational institutions by a mostly non-governmental, peer evaluation of educational institutions and programs.

2 No-This data field is required to be completed by the Provider.

20 Accrediting Body If Provider is accredited, record the name of the organization granting accreditation. If the Provider is accredited, this data field is required to be completed by the Provider.

21 HEA Eligible (Pell Grant) Check YES or NO in the appropriate box.

1 Yes-The Provider is eligible to receive assistance under Title IV of the Higher Education Act.

2 No-This data field is required to be completed by the Provider.

22 Financial Aid Available Check YES or NO in the appropriate box.

1 Yes-The Provider offers financial aid programs such as government grants, student loans, and work-study programs.

2 No-This data field is required to be completed by the Provider.

23 Online Registration Available Check YES or NO in the appropriate box.

1 Yes-The Provider offers online registration.

2 No-This data field is required to be completed by the Provider.

24 Institution Type Check only one (1) appropriate box.

1 Public-The Provider is funded partly or fully by taxes, and is able to accept a large number of applicants.

2 For-profit

3 Non-profit Religious

4 Non-profit Public benefit

5 Mutual

6 Other-This data field is required to be completed by the Provider.

25 Provider Type Check the appropriate box.

1 University

2 College

3 Faith Based Organization-The Provider is a non-profit religious organization.

4 Community Based Organization (CBO)-The Provider is a non-profit organization that is representative of a community or a significant segment of a community and has demonstrated expertise and effectiveness in the field of workforce investment.

5 Vocational-The Provider offers a sequence of courses and programs that pertain to an occupation or are job-oriented, providing specific skills for a trade.

6 Postsecondary-The Provider is an institution of higher education that provides not less than a two-year program of instruction that is acceptable for credit toward a degree.

7 ROC/P-The Provider is operating a regional occupation center/program.

8 Other-This data field is required to be completed by the Provider.

- 26 Job Placement Assistance* Check YES or No in the appropriate box.
 1 Yes-The Provider offers services in assisting its graduates in obtaining employment.
 2 No-This data field is required to be completed by the Provider.
- 27 Career Assessment*
 Check the appropriate box.
 1 Yes-The Provider offers career assessment services.
 2 No-This data field is required to be completed by the Provider.
- 28 Career Counseling* Check YES or NO in the appropriate box.
 1 Yes-The Provider offers counseling services to help individuals make career decisions.
 2 No
 This data field is required to be completed by the Provider.
- 29 Tutorial Services* Check YES or No in the appropriate box.
 1 Yes-The Provider offers tutoring services to encourage and assist individuals in learning a particular subject.
 2 No-This data field is required to be completed by the Provider.
- 30 ESL Courses* Check YES or NO in the appropriate box.
 1 Yes-The Provider offers classes/courses in English as a second language for non-native and limited English speakers.
 2 No-This data field is required to be completed by the Provider.
- 31 GED Assistance* Check YES or NO in the appropriate box.
 1 Yes-The Provider offers assistance to individuals in attaining a certificate of General Educational Development.
 2 No
 This data field is required to be completed by the Provider.
- 32 On-site Childcare* Check YES or NO in the appropriate box.
 1 Yes-The Provider offers childcare at the training site.
 2 No-This data field is required to be completed by the Provider.
- 33 Other* Check the appropriate box.
 1 Yes
 2 No-This data field is required to be completed by the Provider.

IX. WIA Training Program Application (Typically for BPPVE-Private Providers)

Line Item Instructions:

The following are line item instructions for completing the Training Program Application form. These instructions are intended to assist applicants with the completion of this form. They are not intended to provide information on using the Job Training Automation (JTA) system. For detailed instructions on the JTA system, please refer to the *JTA User Guide*.

01 Provider Code (FEIN) Record the Provider's nine-digit Federal Employer Identification Number (FEIN). The JTA system will automatically add two digits to the Provider code to distinguish the difference between identical programs offered by the same Provider at a different location.

02 CIP Code Record the six-digit Classification of Instructional Programs (CIP) Code. The CIP Code is the U.S. Department of Education's standard code for federal surveys and state reporting of institutional data, including program offerings, enrollments, and completions. You may view the *CIP Code Handbook* at the Web site address <http://nces.ed.gov/npec/papers/PDF/cip.pdf> This data field is required to be completed by the Provider.

Program Code This data field is required and will be auto-generated by the system from the following data elements: CIP Code, Mode of Delivery, Program Goal, County Code, and Increment.

03 Subgrantee Code Record the three-digit code that is used to identify the LWIB. This data field is required to be completed by the LWIB.

04 Agency Code Record the locally defined agency code.

This optional data field is completed by the LWIB.

05 Date Received by LWIB Record the date the LWIB received the application form.

This data field is required to be completed by the LWIB.

06 Local Program Code Record the local program code that is assigned by the LWIB. This optional data field is completed by the LWIB.

Provider Name Record the name to be displayed on the ETPL.

This data field is required to be completed by the Provider.

07 Program Name Record the name of the training program or course of instruction to be considered for eligibility.

This data field is required to be completed by the Provider.

08 Program Description Record the description of the program or course.

This data field is required to be completed by the Provider.

09 Training Site Address Record the training site's address. A separate program application is required for each geographical location. This data field is required to be completed by the Provider.

City, State Record the city and state of the training site address.

This data field is required to be completed by the Provider.

10 ZIP Record the five or nine-digit ZIP code for the training site address.

This data field is required to be completed by the Provider.

11 County Record the two-digit County code for the training site. This information can be accessed via the JTA system or located at the following Web site: http://www.cagenweb.com/cpl/cpl_cnty.htm

This data field is required to be completed by the Provider.

12 Listed on Other State's ETPL Check the appropriate box.

1 Yes-The program is listed on another state's ETPL.

2 No

This data field is required to be completed by the Provider.

13 ADA Compliant Check the appropriate box.

1 Yes—The Provider meets the Americans with Disabilities Act (ADA) as defined by Federal and State requirements.

2 No

This data field is required to be completed by the Provider.

14 Total Hours of Instruction-Record the total number of hours for program/course being offered.

This data field is required to be completed by the Provider.

15 Credits Record the total number of credit hours (if applicable) for program/course being offered.

This optional data field is completed by the Provider.

16 Non-Credit Check the appropriate box.

1 Yes-The program is not for credit.

2 No

This data field is required to be completed by the Provider.

17 Credit Time Check the appropriate box.

1 Semester—The length of the program is 18 weeks of instruction or six months in an academic year.

2 Quarter—The length of the program is 12 weeks of instruction in an academic year.

This data field is required to be completed by the Provider.

18 Tuition Record the tuition price charged to the general public for all administrative, registration, and class fees, etc.

This data field is required to be completed by the Provider.

19 Fees Record the required fees such as memberships, special room rentals, entrances, etc.

This data field is required to be completed by the Provider.

20 Expenses Record the essential expenses such as books, materials, and special transportation, parking passes, etc.

This data field is required to be completed by the Provider.

Total Record the total by adding the amount for tuition, fees, and expenses.

This data field is required to be completed by the Provider.

21 Mode of Delivery Check the appropriate box.

1 Classroom—The program is conducted in a classroom style.

2 Internet—The program is conducted entirely online, via the World Wide Web.

3 Correspondence—The program teaches individuals by mailing them lessons that are returned to the school for grading upon completion.

4 Broadcast—The program is transmitted by radio or television.

5 Computer-Based Instruction—The program is an interactive computer-based training course.

This data field is required to be completed by the Provider.

22 Days Check the appropriate box.

1 Yes-The program is offered between 6:00 a.m. and 4:59 p.m.

2 No

This data field is required to be completed by the Provider.

23 Evenings Check the appropriate box.

1 Yes-The program is offered at or after 5:00 p.m.

2 No-

This data field is required to be completed by the Provider.

24 Weekends Check the appropriate box.

1 Yes-The program is offered Saturday's and/or Sunday's.

2 No

This data field is required to be completed by the Provider.

25 Frequency of Offering

Check the appropriate box.

1 Weekly

2 Monthly

3 Quarter

4 Semester

5 Other

This data field is required to be completed by the Provider.

26 BPPVE Approval Status Check the appropriate box.

1 Approved

2 Temporary Approval

3 Registered

4 Exempt

9 Not Applicable

This data field is required to be completed by the Provider.

27 BPPVE Approval Expiration Date

Record the date that BPPVE approval, temporary approval or registration expires *or the date that an exemption was granted by the BPPVE.*

This data field is required to be completed by the Provider.

28 Other BPPVE Approved Programs

Check the appropriate box.

1 Yes—The Provider has other programs approved by the Bureau for Private Postsecondary and vocational Education.

2 No

This data field is required to be completed by the Provider.

29 Registered Apprenticeship

Check the appropriate box.

1 Yes—The program is approved under the National Apprenticeship Act.

2 No

This data field is required to be completed by the Provider.

30 Registered Date Record the registration date.

This data field is required to be completed by the Provider.

31 CDE Approved Check the appropriate box.

1 Yes—The program is approved by the California Department of Education.

2 No

This data field is required to be completed by the Provider.

32 *COCCC Approved* Check the appropriate box.

1 Yes—The program is approved by the Chancellor's Office of the California Community Colleges.

2 No

This data field is required to be completed by the Provider.

33 *Proven Effectiveness*

This field is no longer used. All privately funded training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE).

34 *Employer Support*

This field is no longer used. All privately funded training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE).

35 *Industry Authorized* *This field is no longer used. All privately funded training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE).*

36 *Continuing Education Units (CEU)*

Record the number of continuing education units offered. This optional data field is completed by the Provider.

37 *CEU Granting Institution*

Record the name of the institution granting continuing education units.

If CEU is offered, this data field is required to be completed by the Provider.

38 *Resources Required*

Check the appropriate box.

1 Yes—The program requires student-supplied items.

2 No

This data field is required to be completed by the Provider.

39 *Program Goal* Check the appropriate box.

1 Skill Attainment—The program provides individuals with academic, occupational, or employability skills.

2 Certificate—A certificate means any diploma, document, or other written degree that signifies, purports, or is generally taken to signify satisfactory completion of requirements of an academic, educational, technological, or professional program of study beyond the secondary school level.

3 Registration—A program that usually leads to requiring individuals to file with a government agency before practicing the occupation.

4 License—A program that prepares an individual to obtain an official document that authorizes them to engage in a specific activity.

5 Associate Degree—A degree granted by community colleges to students who complete a specified program of study, usually totaling 60 units.

6 Baccalaureate Degree—A level of education marked by the completion of the equivalent of four or more years of full-time education. There are two kinds of bachelor degrees, Bachelor of Arts and Bachelor of Science.

7 Other—This data field is required to be completed by the Provider.

40 *Credentialing Body*

Record the name of the organization granting the credential. If the program goal is marked as 2-6 in box 39 (above), this data field is required to be completed by the Provider.

41 Projected Hourly Wage After Program Completion

Record the projected hourly wage after completing the program.

This optional data field is completed by the Provider.

42 Prerequisites Record the requirements needed, such as grade level, skills, etc. for entry into the offered program/course.

This data field is required to be completed by the Provider.

43 Skills Sets Record the list of skill sets to be acquired upon completion of the program course.

This optional data field is completed by the Provider.

44 Curriculum Record the list of individual courses and course codes needed in order to complete the program.

This data field is required to be completed by the Provider.

45 Relevant Occupations

Record the list of occupations, including the Standard Occupational Classification (SOC) / Occupational Information Network (O*NET) code, for which the program is applicable. The SOC code can be located in the following Web site [http://www/stats.bls.gov/oco/home.htm](http://www.stats.bls.gov/oco/home.htm) The O*NET 3.1 database can be located in the following Website <http://www.onetcenter.org>

This data field is required to be completed by the Provider.

46 Relevant Occupation Recommendation

If a SOC/O*NET code is not available, record the list of occupations, including the two-digit SOC category for the major occupation group or industry in which the program is applicable.

This optional data field is completed by the Provider.

47 On-Site Parking Check the appropriate box.

1 Yes—Parking is available on the premises.

2 No

This data field is required to be completed by the Provider.

48 Public Transportation

Check the appropriate box.

1 Yes—Public transportation is available.

2 No

This data field is required to be completed by the Provider.

49 Disabled Student Access

Check the appropriate box.

1 Yes—The Provider provides support services to help students with physical, visual, hearing, or learning disabilities. Services may include registration assistance, handicapped parking, campus orientation, etc.

2 No

This data field is required to be completed by the Provider.

50 Sign Language Check the appropriate box.

1 Yes—The program offers sign language interpretive services.

2 No

This data field is required to be completed by the Provider.

51 Other Languages Check the appropriate box.

1 Yes—The program is offered in a language besides English.

2 No

This data field is required to be completed by the Provider.

52 Other Check the appropriate box.

1 Yes

2 No

This data field is required to be completed by the Provider.

53 Target Audience Record who the program is directed toward (e.g. middle managers, experienced computer programmers, etc.).

This optional data field is completed by the Provider.

54 Average Class Size

Record the average number of students expected in the classes/courses comprising the program.

This data field is required to be completed by the Provider.

55 Equipment To Be Used

Record the list of equipment to be used by program participants.

This optional data field is completed by the Provider.

56 Period Begin Date

Record the begin date for performance data reporting. This optional data field is completed by the Provider.

57 Period End Date Record the end date for performance data reporting.

This optional data field is completed by the Provider.

58 Participant Universe

Record the total number of all participants/students exiting program/course between the period begin and end date.

This optional data field is completed by the Provider.

59 Average Hourly Wage at Placement

Record the average wage at placement in employment of all individuals participating in the applicable program.

This optional data field is completed by the Provider.

60 Program Completion Rate

Record the number of successful completers divided by "Participant Universe" (see line 58 above).

This optional data field is completed by the Provider.

61 Entered Employment Rate

Record the number of students who obtain unsubsidized employment divided by "Participant Universe" (see line 58 above).

This optional data field is completed by the Provider.

62 Skill/Credential Attainment Rate

Record the rate at which completers attained expected skill sets and/or credentials.

This optional data field is completed by the Provider.

63 Retention Rate Record the rate at which participants retained employment over a set post-program period.

This optional data field is completed by the Provider.

Assurance text I certify that the information submitted on this application is true and correct. I also agree to supply the required performance information and seed data on all students in order to calculate performance measures for subsequent eligibility determination. In addition, all performance outcome data shall be made available upon request for audit purposes.

64 Printed Name of Provider Representative

Record the name of the Provider representative that may be contacted regarding this form.

This data field is required to be completed by the Provider.

65 Title Record the Provider representative's title. This data field is required to be completed by the Provider.

66 Date Record the date the Provider representative signed the program application form.

This data field is required to be completed by the Provider.

Signature of Provider representative.

This data field is required to be completed by the Provider.

X. Application for ETPL Program Subsequent Eligibility-All Providers

The following are line item instructions for completing the Subsequent Eligibility Application form. These instructions are intended to assist applicants with the completion of this form. They are not intended to provide information on using the Job Training Automation (JTA) system. For detailed instructions on the JTA system, please refer to the *JTA User Guide*.

01 State Provider Code

Record the eleven-digit state Provider code. This data field is required to be completed by the Provider and will be used for Administrative purposes. This number will not be displayed to the public.

02 State Program Code

This data field is required and will be auto-generated by the system from the following data elements: CIP Code, Mode of Delivery, Program Goal, County Code, and Increment.

03 Calendar Year Record the calendar year in which the program must be determined subsequently eligible. The JTA system will automatically default to the current calendar year. The purpose of this field is to distinguish between the subsequent eligibility applications that will be submitted each year for programs that are to remain on the ETPL. This field is required to be completed by the LWIB if using different calendar year than current.

04 Agency Code Record the locally defined agency code. This optional data field is completed by the LWIB.

05 Date Received by LWIB

Record the date the LWIB received the application form. This data field is required to be completed by the LWIB.

Provider Name Record the name under which the institution operates. This name will be displayed on the ETPL.

This data field is required to be completed by the Provider.

Program Name Record the name of the training program or course of instruction to be considered for eligibility. This data field is required to be completed by the Provider.

Initial Period of Current Eligibility

FCWIB will provide this date. The Initial Period of Current Eligibility will automatically display in the JTA database for this field.

Eligibility Expiration Period

FCWIB will provide this date. The Initial Period of Current Eligibility will automatically display in the JTA database for this field.

06 Performance Standard Type Record the Performance Standard type. Enter a number from the choices below to indicate the performance measurement system to be applied to this program.

1. BPPVE: The performance measures, definitions, computations, time frames and required levels are those required by the BPPVE for "approved" programs.

2. CDE-Perkins: The performance measures, definitions, computations, time frames and required levels are those required by the US Department of Education for Adult Education and Regional Occupational Programs funded under the Carl D. Perkins Act.

3. COCCC-Perkins: The performance measures, definitions, computations, time frames and required

levels are those required by the US Department of Education for Post-Secondary Vocational and Technical Education programs funded under the Carl D. Perkins Act.

This data field is required to be completed by the Provider.

07 Average Wage at Placement for All

Record the average wage at placement in employment for all individuals participating in the applicable program.

This data field is optional and should be completed by the Provider only if data are available. Enter zero in this field if data are not available.

08 Program Completion Rate for All

Record the program completion rate for all individuals participating in the program. This data field is self-reported by the Provider. Enter zero in this field if there were no students in the program during the measurement period.

09 Entered Employment Rate for All

Record the percentage of participants who have completed the applicable program and who are placed in unsubsidized employment. This data field is self-reported by the Provider. Enter zero in

this field if there were no students in the program during the measurement period.

Assurance Text I certify that the information that is submitted on this application is true and correct.

Provider Representative Record the name of the Provider representative that may be contacted regarding this form.

This data field is required to be completed by the Provider.

11 Title Record the Provider representative's title. This data field is required to be completed by the Provider.

12 Date Record the date the Provider representative signed the program application form.

This data field is required to be completed by the Provider.

Signature of Provider representative.

This data field is required to be completed by the Provider.

XI. Community College Provider Application

Line Item Instructions

The following are line item instructions for completing the Community College Provider Application form. Data provided to EDD by the Chancellor's Office has been loaded into the JTA system and will automatically populate the data fields on this form that are shaded. Data in the populated fields cannot be manually updated or manipulated in any way. The Community College that wants to list its programs on the ETPL must provide its name and the three-digit identification number that is used by the Chancellor's Office to identify the college to the Local Workforce Investment Area (LWIB). Once this information is entered into the JTA system, certain data fields will automatically be completed as described in the instructions below.

01 Provider Code (FEIN)

The FEIN number for the college will automatically display in this field once the college name and identifier are entered.

02 Subgrantee Code

Record the three-digit code that is used to identify the LWIB. This data field is completed by the LWIB.

03 Agency Code Record the locally defined agency code.

This is an optional data field that is completed by the LWIB.

04 Local Provider Code

Record the code used by the LWIB to allow cross-referencing between the local system and the State system. This is an optional data field that is completed by the LWIB.

05 Provider Name Record the name of the community college. This name will be displayed on the statewide ETPL. Record the three-digit number that is used by the Chancellor's Office to identify the college. This data field is required to be completed by the college.

06 Legal Name Record the name in which the institution is legally registered, if different from the "Provider name" recorded in field #5 above. If this data field is completed, the information must be provided by the college.

07 Mail Address City, State The address of the college will automatically display in this field once the college name and identifier are entered.

08 ZIP Code The zip code for the college will automatically display in this field once the college name and identifier are entered.

09 Main Phone The main phone number for the college will automatically display in this field once the college name and identifier are entered.

10 Main E-Mail Record the principal electronic mail address. This optional data field is completed by the college.

11 Web site Address Record the principal business uniform resource locator (URL) or Web site address. This optional data field is completed by the college.

12 Administrative Contact Name

Record the individual who is the community college's primary contact person for the application.

This data field is completed by the college.

13 Administrative Contact Title Record the title of the primary contact person. This data field is completed by the college.

14 Administrative Contact Email Record the electronic mail address for the primary contact person.

This optional data field is completed by the college.

15 Administrative Contact Phone

Record the telephone number, including the area code and extension, for the primary contact person.

This data field is completed by the college.

16 Administrative Contact Fax Record the fax number, including the area code, for the primary contact person. This optional data field is completed by the college.

17 Admissions Phone Record the admissions telephone number, including the area code and extension, if different from the main phone number. This optional data field is completed by the college.

18 Financial Aid Phone Record the financial aid telephone number, including the area code and extension, if different from the main telephone number. This optional data field is completed by the college.

19 Accreditation The "Yes" box will be checked automatically once the name and ID number of the college are entered into the system.

20 Accrediting Body "WASC" will automatically appear in (JTA Database software) once the college name and ID number have been entered into the system.

21 HEA Eligible (Pell Grant) The "Yes" box will be checked automatically once the name and ID number of the college are entered into the system.

22 Financial Aid Available The "Yes" box will be checked automatically once the name and ID number of the college are entered into the system.

23 Online Registration Available Check the appropriate box. 1 Yes—The community college offers online registration. 2 No This data field is completed by the college.

24 Institution Type "Public" will automatically be selected in this field once the name and ID number of the college are entered into the system.

25 Provider Type "College" will automatically be selected in this field once the name and ID number of the college are entered into the system.

26 Job Placement Assistance Check the appropriate box. 1 Yes—The community college offers services in assisting its graduates in obtaining employment. 2 No This data field is completed by the college.

27 Career Assessment

Check the appropriate box.

1 Yes—The community college offers career assessment services.

2 No

This data field is completed by the college.

28 Career

Counseling

Check the appropriate box.

1 Yes—The community college offers counseling services to help individuals make career decisions.

2 No

This data field is completed by the college.

29 Tutorial

Services

Check the appropriate box.

1 Yes—The community college offers tutoring services to encourage and assist individuals in learning a particular subject.

2 No

This data field is completed by the college.

30 ESL Courses Check the appropriate box.

1 Yes—The community college offers classes/courses in English as a second language for non-native and limited English speakers.

2 No

This data field is completed by the college.

31 GED

Assistance

Check the appropriate box.

1 Yes—The community college offers assistance to individuals in attaining a certificate of General Educational Development.

2 No

This data field is completed by the college.

32 On-site Childcare

Check the appropriate box.

1 Yes—The community college offers childcare at the training site.

2 No

This data field is completed by the college.

33 Other Check the appropriate box.

1 Yes

2 No

This data field is completed by the college

XII. COMMUNITY COLLEGE TRAINING PROGRAM APPLICATION

Line Item Instructions

The following are line item instructions for completing the Community College Training Program Application form. The Community College that wants to list its programs on the ETPL must provide its name and the three-digit identification number that is used by the Chancellor's Office to identify the college to the Local Workforce Investment Board (LWIB). Data provided to EDD by the Chancellor's Office has been loaded into the JTA system to provide a choice list of the programs that are offered by each local college. Once the programs to be listed on the ETPL are selected from the choice list, the system will automatically populate the data fields on this form that are shaded. Data in the populated fields cannot be manually updated or manipulated in any way. Further details on the data required in each field on the form are provided below.

01 Provider Code (FEIN) The FEIN number for the college will automatically display in this field once the college name and identifier are entered.

02 CIP Code This is Classification of Instructional Programs (CIP) Code. The CIP Code is the U.S. Department of Education's standard code for federal surveys and state reporting of institutional

data, including program offerings, enrollments, and completions. You may view the *CIP Code Handbook* at the Web site address <http://nces.ed.gov/npec/papers/PDF/cip.pdf> The CIP code will automatically display in this field once the program is selected from the choice list.

03 COCCC ID Record the 3-digit code used by the Chancellor's Office to identify the college.

This data field is completed by the college.

Program Code This data field is required and will be auto-generated by the system from the following data elements: CIP Code, Mode of Delivery, Program Goal, County Code, and Increment.

04 Subgrantee Code Record the three-digit code that is used to identify the LWIB.

This data field is completed by the LWIB.

05 Agency Code Record the locally defined agency code.

This optional data field is completed by the LWIB.

06 Date Received by LWIB Record the date the LWIB received the application form. This data field is completed by the LWIB.

07 Local Program Code Record the local program code that is assigned by the LWIB. This optional data field is completed by the LWIB.

Provider Name Record the name to be displayed on the ETPL. This data field is completed by the college.

08 Program Name Select the training program or course of instruction to be considered for eligibility from the choice list. The college will provide the LWIB with the name of the program that they want to list on the ETPL. The LWIB must select this program from the choice list of programs that are offered at the college.

09 Program Description Record the description of the program or course. This data field is completed by the college.

10 Training Site Address This field will automatically display once the college name and ID are entered into the system.

City, State This field will automatically display once the college name and ID are entered into the system.

11 ZIP This field will automatically display once the college name and ID are entered into the system.

12 County This field will automatically display once the college name and ID are entered into the system.

13 Listed on Other State's ETPL
 "NO" will automatically display in this field once the college name and ID are entered into the system.

14 ADA Compliant Check the appropriate box.
 1 Yes—The college meets the Americans with Disabilities Act (ADA) as defined by Federal and State requirements.
 2 No
 This data field is completed by the college.

15 Total Hours of Instruction
 This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

16 Credits This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

17 Non-Credit This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

18 Credit Time This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

19 Tuition This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list. Only the tuition will be shown. Additional fees and expenses will not be included.

20 Fees This field will not be completed.

21 Expenses This field will not be completed.

Total This field will not be completed.

22 Mode of Delivery Check the appropriate box.
 1 Classroom—The program is conducted in a classroom Style.
 2 Internet—The program is conducted entirely online, via the World Wide Web.
 3 Correspondence—The program teaches individuals by mailing them lessons that are returned to the school for grading upon completion.
 4 Broadcast—The program is transmitted by radio or television.
 5 Computer-Based Instruction—The program is an interactive computer-based training course. This field is completed by the college.

23 Days Check the appropriate box.

1 Yes—The program is offered between 6:00 a.m. and 4:59 p.m.

2 No

This field is completed by the college.

24 Evenings Check the appropriate box.

1 Yes—The program is offered at or after 5:00 p.m.

2 No

This field is completed by the college.

25 Weekends Check the appropriate box.

1 Yes—The program is offered Saturday's and/or Sunday's.

2 No

This field is completed by the college.

26 Frequency of Offering This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

27 BPPVE Approval Status This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

*28 BPPVE Approval
Expiration Date*

This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

29 Other BPPVE Approved Programs

This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

30 Registered Apprenticeship

This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

31 Registered Date This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

32 CDE Approved This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

33 COCCC Approved "YES" will be automatically displayed in this field once the college name and ID are entered into the system and the program is selected from the choice list.

34 Proven Effectiveness *This field is no longer used. All private training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training*

programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE).

35 Employer Support *This field is no longer used. All privately funded training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE)*

36 Industry Authorized *This field is no longer used. All private training programs must be legally authorized to operate in the State to be eligible for listing on the ETPL. Privately funded training programs must be approved, registered or exempted by the Bureau of Private Post-Secondary and Vocational Education (BPPVE).*

37 Continuing Education Units (CEU)

This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

38 CEU Granting Institution

This field will automatically display once the college name and ID are entered into the system and the program is selected from the choice list.

39 Resources Required "YES" will be automatically displayed in this field once the college name and ID are entered into the system and the program is selected from the choice list.

40 Program Goal "Certificate" or "Associate Degree" will be automatically displayed in this field once the college name and ID are entered into the system and the program is selected from the choice list.

41 Credentialing Body This field will be automatically displayed once the college name and ID are entered into the system and the program is selected from the choice list.

42 Projected Hourly Wage After Program Completion

Record the projected hourly wage after completing the program.

This optional data field is completed by the college.

43 Prerequisites Record the requirements needed, such as grade level, skills, etc. for entry into the offered program/course.

This data field is completed by the college.

44 Skills Sets Record the list of skill sets to be acquired upon completion of the program course.

This optional data field is completed by the college.

45 Curriculum This field must be completed by the college. The college may enter "see catalog" instead of listing the curriculum.

46 Relevant Occupations Record the list of occupations, including the Standard Occupational Classification (SOC) / Occupational Information Network (O*NET) code, for which the program is applicable. The SOC code can be located in the following Web site <http://stats.bls.gov/oco/home.htm>

The O*NET 3.1 database can be located in the following Web site <http://www.onetcenter.org>

This data field is required to be completed by the college.

47 Relevant Occupation Recommendation

If a SOC/O*NET code is not available, record the list of occupations, including the two-digit SOC category for the major occupation group or industry in which the program is applicable.

This optional data field is completed by the college.

48 On-Site Parking Check the appropriate box.

1 Yes—Parking is available on the premises.

2 No

This data field is completed by the college.

49 Public Transportation Check the appropriate box.

1 Yes—Public transportation is available.

2 No

This data field is completed by the college.

50 Disabled Student Access

Check the appropriate box.

1 Yes—The college provides support services to help students with physical, visual, hearing, or learning disabilities. Services may include registration assistance, handicapped parking, campus

orientation, etc.

2 No

This data field is completed by the college.

51 Sign Language Check the appropriate box.

1 Yes—The program offers sign language interpretive services.

2 No

This data field is completed by the college.

52 Other Languages Check the appropriate box.

1 Yes—The program is offered in a language besides English.

2 No

This data field is completed by the college.

53 Other Check the appropriate box.

1 Yes

2 No

This data field is completed by the college.

54 Target Audience Record who the program is direct toward (e.g. middle managers, experienced computer programmers, etc.).

This optional data field is completed by the Provider.

55 Average Class Size Record the average number of students expected in the classes/courses comprising the program.

This data field is required to be completed by the college.

56 Equipment To Be Used Record the list of equipment to be used by program participants.

This optional data field is completed by the college.

57 Period Begin Date Record the begin date for performance data reporting.

This optional data field is completed by the college.

58 Period End Date Record the end date for performance data reporting.

This optional data field is completed by the college.

59 Participant Universe Record the total number of all participants/students exiting program/course between the period begin and end date.

This optional data field is completed by the college.

60 Average Hourly Wage at Placement

Record the average wage at placement in employment of all individuals participating in the applicable program.

This optional data field is completed by the college.

61 Program Completion Rate

Record the number of successful completers divided by "Participant Universe" (see line 59 above).

This optional data field is completed by the college.

62 Entered Employment Rate

Record the number of students who obtain unsubsidized employment divided by "Participant Universe" (see line 59 above).

This optional data field is completed by the college.

63 Skill/Credential Attainment Rate

Record the rate at which completers attained expected skill sets and/or credentials.

This optional data field is completed by the college.

64 Retention Rate Record the rate at which participants retained employment over a set post-program period.

This optional data field is completed by the college.

Assurance text I certify that the information submitted on this application is true and correct. I also agree to supply the required performance information and seed data on all students in order to calculate performance measures for subsequent eligibility determination. In addition, all performance outcome data shall be made available upon request for audit purposes.

Printed Name of Provider Representative

Record the name of the college representative that may be contacted about the information provided in this form.

This data field is completed by the college.

65 Title Record the college representative's title.

This data field is completed by the college.

66 Date Record the date the college representative signed the program application form.

This data field is completed by the college.

Signature Signature of college representative.

This data field is completed by the college.